



**Environmental Compliance
Coordinator E16**

Class Code:
800434

Bargaining Unit: No Union

AN EQUAL OPPORTUNITY / REASONABLE ACCOMMODATION EMPLOYER

CITY OF ALBUQUERQUE
Established Date: Sep 2, 2014
Revision Date: May 8, 2018

SALARY RANGE

\$24.57 - \$39.06 Hourly
\$1,965.60 - \$3,124.80 Biweekly
\$4,258.80 - \$6,770.40 Monthly
\$51,105.60 - \$81,244.80 Annually

FLSA:

Exempt

POSITION SUMMARY:

Oversee and coordinate environmental compliance activities and regulatory requirements for assigned department and/or facility; ensure maintenance of and compliance with assigned local, state and federal permits, licenses and registrations; exercise responsibility for monitoring and reporting associated with permits, licenses, and registrations, and perform a variety of administrative, professional and technical tasks in support of assigned area of responsibility.

This is a safety sensitive position subject to random drug/alcohol testing.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

SUPERVISION RECEIVED AND EXERCISED:

Receive general direction from higher level management staff.

ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:

ESSENTIAL FUNCTIONS: (Essential functions may include, but are not limited to the functions listed below)

1. Oversee and coordinate environmental compliance activities and regulatory requirements for the assigned department and associated facilities; coordinate the storage, handling and disposal of unauthorized, hazardous and contaminated wastes.

2. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for conducting environmental compliance activities; implement policies and procedures, adhere to deadlines.
3. Monitor program performance; recommend and implement modifications to systems and procedures, and provide training when applicable.
4. Prepare bid specifications and scopes of work for environmental related contracts; participate in the oversight of the installation of environmental engineering controls and design projects.
5. Prepare and file regulatory notices and documentation regarding environmental compliance issues with local, state and federal agencies.
6. Coordinate and implement air, soil and groundwater sampling, monitoring and reporting in compliance with applicable permits, local, state and federal requirements.
7. Ensure compliance with applicable ordinances and regulations.
8. Participate in the development and implementation of an integrated management plan to increase diversion and conserve City landfill airspace.
9. Organize, schedule and implement environmental compliance activities and other related programs.
10. Monitor and inspect facilities regularly to ensure compliance with permits, local, state and federal requirements.
11. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; prepare statistical reports as required; maintain and file compliance reports on time in accordance with established deadlines.

SUPPLEMENTAL FUNCTIONS:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the assigned field of environmental compliance
2. Perform related duties and responsibilities as required.
3. Use, maintain and monitor electronic database for quality assurance.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Bachelor's degree in environmental science, geology, engineering or a related field, plus five (5) years of administrative regulatory compliance experience to include two (2) years direct supervisory experience.

ADDITIONAL REQUIREMENTS:

Possession of a valid Driver's License or the ability to obtain by date of hire.
Possession of a City Operator's Permit (COP) within six (6) months from date of hire.

PREFERRED KNOWLEDGE:

- Recent developments, current literature and information related to assigned compliance activities.
- Pertinent Federal, State and local laws, codes and regulations governing assigned area of environmental protection
- New Mexico Solid Waste and Scrap Tire Regulations
- Albuquerque Bernalillo Air Quality Board, Title V and associated Construction Permits
- New Mexico Public Regulation Commission Pipeline Safety Bureau (NMRC PSB) and associated Department of Transportation (DOT) requirements

- Environmental Protection Agency (EPA) Multi Sector General Permit (MSGP)US Army Corps of Engineers 404 Permit
- US Army Corps of Engineers 404 Permit
- Spill Prevention Control and Counter Measures (SPCC)
- New Mexico Environment Department Surface (NMED) Water Quality Bureau 401 Permit
- New Mexico Department of Agriculture (NMDA) Composting Registration
- New Mexico Environment Department (NMED) Petroleum Storage Tank Bureau (PSTB) Regulations
- Recommend and implement goals and objectives for environmental compliance activities
- Advanced investigative techniques
- Advanced environmental compliance techniques and methods relative to assigned area of responsibility
- Advanced understanding of all aspects of work related to assigned area of responsibility
- Principles and practices of scientific instrumentation, data acquisition systems and system integration
- Occupational hazards and standard safety practices
- Office equipment including computers

PREFERRED SKILLS AND ABILITY:

- Coordinate and exercise responsibility for regulatory compliance programs
- Recommend and implement goals and objectives for ensuring regulatory compliance
- Principles and procedures of record keeping
- Establish and maintain effective working relationships with those contacted in the course of work including regulatory agencies and the general public
- Communicate clearly and concisely
- Gather data, research, analyze and recommend solutions to environmental compliance problems
- Operate office equipment including computers and supporting word processing and spreadsheet applications
- Read, understand and interpret governmental regulations
- Perform air quality measurements, monitoring and calculations
- Prepare material and make public presentations involving complex technical information
- Interpret and explain City policies and procedures
- Perform the essential functions of the job with or without reasonable accommodation

WORKING CONDITIONS:**Environmental:**

Office environment; outdoor environment with travel from site to site and exposure to potentially hazardous chemicals, fumes and toxic materials.

Physical:

Essential and supplemental functions may require maintaining physical condition necessary for light to moderate lifting and carrying and standing and sitting for prolonged periods of time.